



Early Journal Content on JSTOR, Free to Anyone in the World

This article is one of nearly 500,000 scholarly works digitized and made freely available to everyone in the world by JSTOR.

Known as the Early Journal Content, this set of works include research articles, news, letters, and other writings published in more than 200 of the oldest leading academic journals. The works date from the mid-seventeenth to the early twentieth centuries.

We encourage people to read and share the Early Journal Content openly and to tell others that this resource exists. People may post this content online or redistribute in any way for non-commercial purposes.

Read more about Early Journal Content at <http://about.jstor.org/participate-jstor/individuals/early-journal-content>.

JSTOR is a digital library of academic journals, books, and primary source objects. JSTOR helps people discover, use, and build upon a wide range of content through a powerful research and teaching platform, and preserves this content for future generations. JSTOR is part of ITHAKA, a not-for-profit organization that also includes Ithaka S+R and Portico. For more information about JSTOR, please contact support@jstor.org.

with one college credit allowed. During this period we urge the students to feel at liberty to go to any laboratory to consult any book needed for their work, but with all the encouragement we can give them, I feel convinced that the books kept in the laboratory collections do not have the general use from the students which they would have if they were located in the general library.

We expect soon to place in our agricultural building duplicate catalogs of the publications of the United States Department of agriculture and of the state experiment stations. This will be a great accommodation to the men working in the station.

We keep our duplicate reports and bulletins arranged so that at a moment's notice any duplicates may be found. We have one department whose work it is to secure and care for the continuations of value to an agricultural college. This is one of the most valuable features of our organization, and though it was difficult to give the service for such a definite department, from our small library force, it seemed imperative and has proved a wise step. The reference librarian of the college does the reference work for the station as far as called upon. She bor-

rows for the use of the station from a number of other libraries.

It seems to me that the problem of administering the college and the experiment station library, whether separately or combined must always present a number of almost insurmountable difficulties; men engaged in research demand all material for their work closely and immediately at hand, instructional work requires that all the material on the campus shall be easily accessible to its use. To meet these so often conflicting demands without extravagant duplication requires of the librarian a broad-minded impartiality of judgement.

The next topic was a symposium of recent reference books and new periodicals of special interest to agricultural libraries, which was treated under the following heads: (a) New periodicals, by E. Lucy Ogden, Library of Congress; (b) Agricultural reference books, by Elizabeth S. Ingersoll, of Cornell university library, and (c) Reference books in sciences relating to agriculture, by Emma B. Hawks, of the U. S. Department of agriculture library.

Miss Claribel R. Barnett, librarian of the U. S. Department of agriculture library was re-elected chairman for the coming year.

CATALOG SECTION

FIRST SESSION

(Thursday, June 27, 8:15 p. m.)

The first session of the Catalog section was held Thursday evening, June 27, the chairman, Miss Laura A. Thompson, of the Library of Congress, presiding. The reading of the minutes of the last meeting was dispensed with and they stand approved as printed.

The topic of the evening, "Subject headings," was introduced in a paper by Miss MARY JOSEPHINE BRIGGS, cataloger of the Buffalo public library, and editor of the "A. L. A. list of subject headings." In

the absence of Miss Briggs, this paper was read by Miss Sula Wagner, of the St. Louis public library.

THE A. L. A. LIST OF SUBJECT HEADINGS

Every cataloger, at least at the beginning of her career, has an ideal of the catalog which she would like to make: a catalog conforming to the most approved rules, accurate in bibliographical detail; consistent in form, in method of entry and in arrangement.

She realizes from the first that the task

of achieving this ideal will be difficult; she soon begins to fear that it will be impossible. After perhaps years of endeavor, she questions if it is even desirable.

Absolute consistency in the matter of author entry may be attained by strict adherence to the A. L. A. rules, and the divergences from these rules necessary to adapt them to the varying conditions of public circulating, reference and university libraries are slight and unimportant. But who can frame a code of rules or formulate principles through which consistency in subject headings may be attained? And is consistency so absolutely necessary or desirable? Is not the ideal catalog the one which is best adapted to the needs of the majority of its users; which is so arranged that the reader can find what he wants in the shortest possible time, even at the sacrifice of absolute consistency?

When the work of revising the Subject headings was begun, an effort was made to learn the wishes of all interested in regard to the principles upon which the new edition should be based.

Many of you remember the list of questions that was published in the Library journal and in Public libraries. Some of you sent answers to those questions. They were questions of scope, of principle of selection, and of arrangement. The answers received from librarians, catalogers and reference workers, the opinions of members of the advisory committee upon these and other problems, the ideas expressed by library workers consulted by Miss Crawford in the various libraries which she visited, the suggestions gleaned from correspondence with other library workers and with experts upon various subjects, were all carefully noted by Miss Crawford, and in some instances tabulated so that the varying opinions could be seen at a glance. These notes, together with lists of headings from many libraries, large and small, made up the material from which the third edition of the Subject headings was compiled.

The most casual examination of this ma-

terial revealed the fact that while on some points there was practical unanimity of opinion, upon others there was the greatest diversity.

The following are not exact quotations, as I no longer have the correspondence at hand; but they fairly indicate the opposing views of some of the writers:

"Expand the list by the addition of necessary new headings, but make few if any changes. The A. L. A. headings are in very general use, and the possible advantage of changes would not compensate for the inconvenience and expense of wholesale alterations in existing catalogs."

"The old headings are antiquated. Do not hamper libraries yet to be by perpetuating phraseology that no longer conforms to modern usage."

"For the sake of uniformity, adopt the Library of Congress headings, even if not always entirely satisfactory for a public library."

"The Library of Congress headings are not at all adapted for use in popular libraries. Disregard them."

"The public library is for the plain people,—use headings they will understand."

"If the public does not understand scientifically accurate headings it should be taught. Do not lower the standard of scientific cataloging."

To choose headings that should offend as little as possible these widely differing advisers, to steer a course between ultra-conservatism and iconoclastic radicalism, was the difficult task that confronted me in undertaking the compilation of the new list of Subject headings.

A special effort was made to formulate a principle that should govern the choice of adjective phrase; inversion; or noun, subdivided. Is it better to enter under Chemistry, Physiological, or Physiological chemistry? Under Psychology, Educational, or Educational psychology? Under Negro suffrage or Negroes—Suffrage?

A strict rule for this sort of heading would be a boon to catalogers, but surely not to the users of the catalog. The average reader does not reason concerning the

principles upon which the catalog is constructed. The fact that he today finds what he seeks entered under Chemistry, Organic, will not prevent his turning to Electric engineering rather than Engineering, Electric, tomorrow. The adoption of either form of entry to the exclusion of the others would lead to absurdities. Because it is satisfactory to subdivide Railroads, would it be desirable to abandon headings beginning Electric and substitute subdivisions of Electricity for Electric conductors, Electric lighting and Electric power? Or because Botany, Structural, is preferable to Structural botany, should we use Physics, Agricultural, instead of Agricultural physics?

In the end, all efforts to frame the desired rule resolved themselves into something like this: It is necessary to use all three forms of heading; noun with subdivision, adjective phrase, and inversion. Each case must be decided upon its own merits, and that form used under which it is believed that the majority of readers will look,—the majority of readers in each particular library, be it understood. A university library will use many subdivisions because it is convenient for professors and students to have much of the material brought together under large subjects. A medical library will use few, if any, headings beginning Medical, because Medical is understood.

As was stated in the introduction, no radical changes from the second edition were made except in response to what seemed to be a very general demand. There were few dissenting votes to the proposition to abandon the headings Arts, Fine, and Arts, Useful. The majority in favor of Government instead of Political science was less decisive, but still a majority, and the confession heard more than once, "I never can remember the difference between political science and political economy," was a straw that helped to turn the scale. Trade union is no longer a comprehensive term when organizations of teachers and of others outside the trades must be included. The phrase Domestic

economy is being superseded in recent books by Home economics or by Domestic science. It is impossible to mention the changes in detail or to give the reasons for each, but no changes were made without careful consideration.

Just how far it is advisable to alter existing catalogs in order to conform to the new headings is a problem that each cataloger must decide for herself. If in your opinion the heading already in use is better than the new one suggested, by all means retain it. If, while admitting a slight advantage in the new heading, you think that the gain is not sufficient to justify the labor of changing, it is much easier to alter your copy of the Subject headings than to erase or re-write catalog cards. But if you are convinced that the new heading is one that will be more readily found by the users of your library, and by the desk attendants who have not catalog training, then make the change, even at the expense of considerable time and labor. And by all means consult the attendants in the circulating and reference departments if in doubt as to the advisability of making a change. They know how books are called for. They know how they themselves look for them; and "see" references are irritating when there is a line of impatient borrowers reaching from the request window to the door.

Such changes as have already been made in the catalog of the Buffalo public library have met with general approval from the loan desk. Recitations and readings; Grammar, English; Spelling, English; Corn instead of Maize; Humor instead of Wit and humor; the transfer of the subheading Best books from Bibliography to Books and reading; and the removal of Immigration from under country, have received especial approbation. The necessity for the latter change was made apparent when it was discovered that the half dozen cards under Immigration were so soiled as to be almost illegible, while those under U. S. Immigration bore no evidence of use; either because the "See also" reference had been overlooked, or because readers

were daunted or confused by the complex arrangement of the cards under United States.

In all these cases the new heading differs from both the old A. L. A. heading and from the Library of Congress heading.

Starting with the intention of retaining all headings upon which the A. L. A. list and the Library of Congress were agreed, I soon found that some of these very headings had occasioned the greatest dissatisfaction. If the new list was to be acceptable to any considerable number of those who had taken sufficient interest in the subject to answer Miss Crawford's questions, I must endeavor to get closer to the point of view of the users of the catalog, rather than be governed by theory or established precedent.

The Library of Congress headings are admittedly devised to meet conditions in the Library of Congress,—certainly very different conditions from those of a public library. Moreover, the Library of Congress headings have been, and still are, in a state of development. Many changes have been made in the last dozen years, and as it is plainly impracticable to reprint immediately all cards bearing a discarded heading, libraries purchasing cards printed several years ago will often find headings suggested that are no longer in use by the Library of Congress. Sometimes cards for two editions of the same book bear altogether different headings.

The varying headings adopted by the departmental libraries, whose cards are printed and issued by the Library of Congress, cause still further apparent inconsistency. We cannot be sure that any particular heading was ever approved by the Library of Congress unless the card bears the Library of Congress serial number. The Department of Education, for example, uses Secondary education and Art education, while the Library of Congress uses Education, Secondary, and Art—Study and teaching. The Department of Agriculture has adopted Botany, Agricultural; Fruit and fruit trees; and U. S.

—Forestry; while the Library of Congress enters the same material under Botany, Economic; Fruit culture; and Forests and forestry—U. S. Such variations make it impossible for any cataloger using the printed cards to follow blindly the headings suggested thereon, and emphasize the fact that no list of headings can be satisfactory to all kinds of libraries.

Most of the headings for the new A. L. A. list were decided upon before the Library of Congress began to issue its printed lists. On comparing the lists first received, I found cases where the Library of Congress had changed its practice, and as each instalment was issued I made changes in the manuscript already prepared, in order to bring the two lists into closer agreement. Doubtless in the Library of Congress lists yet to be issued there will be many headings different from those in use five years ago, at the time the list which was my guide was copied from the Library of Congress catalog.

Conformity in general to the Library of Congress headings was my aim, and in most cases of doubt the usage of the Library of Congress, if known, was the determining factor in the decision. But when, fortified by the approval of such advisers as were available, including in important cases the member of the Publishing Board who is now president of the American Library Association, I was convinced that some other form of entry would be more helpful to the users of a public library, I adopted that form, even though inconsistent—as in the treatment of English language,—or not altogether accurate—as in the substitution of Corn and Rubber for Maize and India-rubber. I may add that in no case did I decide in opposition to the majority of the members of the advisory committee, though only a few specific headings were submitted to them.

The list, being prepared for moderately large libraries, contains many headings that may well be ignored by the smaller libraries. Not only are most of the subdivisions unnecessary, but so also are

many distinctions which would result in separation of material that might better be kept together if the entries are few, such as Charity organization, Infants (Children being a sufficient entry), Soil absorption, Soil moisture.

The list is not intended as a guide to be followed blindly, but to be adapted to individual needs, by the exercise of common sense—perhaps the most necessary part of a cataloger's equipment.

Consideration of cost and weight of the book necessitated limitation of the scope. There was a strong plea for the inclusion of geographical terms, at least in cases of disputed spelling. A list of such names was prepared by Miss Crawford, with full references and definitions. It was estimated that this list would add perhaps one hundred pages to the book, and the Publishing Board did not feel that it was advisable to include them. Very many headings that might be considered as falling within the scope of the book were omitted because their use would be infrequent, and it was thought better that the occasional cataloger should write these headings on the blank pages, rather than that all should be required to pay for an unnecessarily long and correspondingly heavy list.

Just a word in regard to the actual amount of material in the book. The statement of the Publishing Board that the third edition contains about three times the material in the second edition has been questioned on the score that the new edition is printed on one side of the leaf only. It should be remembered, however, that only the printed pages are numbered, so that the list of headings in the third edition occupies 397 pages, double column, while the second edition contained but 193 half pages and 12 full pages. That is, the printed matter in the third edition occupies nearly four times the space filled in the second edition. Moreover, the type is smaller, so that the new page contains twelve lines more than the old one. Therefore, allowing for the blank space occasioned by the disparity of the lists of "See

also" and "Refer from" references, it is believed that the estimate of three times the material of the second edition is conservative.

The subject was continued in a paper by Miss MARY W. MACNAIR, of the Library of Congress on

THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS

The list of subject headings issued by the Library of Congress is used also, for reference and comparison, by many other libraries throughout the country. It has been suggested that a statement in regard to the purpose, scope, and manner of printing of the list, might be useful to the librarians receiving it, and possibly valuable as well to others who are interested in the undertaking, and who may be, to some extent, unfamiliar with the Library of Congress catalog.

The printing of the list of subject headings was begun in the summer of 1909. Up to that time, the second edition of the A. L. A. subject headings had been used as a basis for the subjects assigned in the Library of Congress catalog. But so many additions and alterations had been made in our interleaved copies of the A. L. A. list, that the need of an entirely new list of headings began to be urgently felt, although the difficulty had been partially obviated by the printing of lists of additions to the old A. L. A. list, for distribution to the catalogers at the Library of Congress. At this date the third edition of the A. L. A. list was already in preparation, yet it was considered wiser to print a list of the Library of Congress headings, rather than to cooperate in the A. L. A. undertaking, as the headings needed in our catalog differed to such an extent from those required for the average public library.

The distribution of the list to other libraries was not, at first, contemplated. The printing of the subject headings was undertaken to facilitate the work of the catalogers in the Library of Congress, and it was believed that, if supplied to other libraries in its preliminary form, the list

would give rise to many queries in regard to unavoidable omissions and inconsistencies. It had not progressed far, however, before many libraries intimated that it would be useful to them to receive the letters as they were issued, and when requests became too urgent for refusal, it was decided to supply copies at a price insuring that only those libraries should order them which had serious use for them. It was considered that 50 copies for distribution outside the Library of Congress would surely be sufficient, but it turned out that the estimate was too small, and, in consequence, there has had to be much reprinting of the early letters of the alphabet. The edition of the letter P, just issued, was 500 copies.

The scope of the list of headings is largely inclusive in its character, covering subjects in all branches of knowledge as far as they have been adopted in the Library of Congress catalog. The names of persons and places are, however, omitted, also names of societies, institutions, and bodies of various kinds, names of treaties and conventions, and systematic names of genera and species in botany and zoology.

The classes theology, and military and naval science are only partially represented in the list, as these sections are not yet recataloged. The classes language, literature, and philology, which are now in the process of recataloging, are more fully, but not yet wholly, represented. In the earlier letters of the alphabet, few headings in law were introduced (as it has only been during the past few months that the law headings have been systematically considered), but they are now included in the list, and many of those omitted in the earlier letters are being entered in the lists of additions to the subject headings issued in connection with the main list.

We include in the list the more important subdivisions under a subject. These subdivisions are printed in italics, and separated from the main subject by a dash. One point to which I would especially call the attention of librarians using the list

is that ordinarily only those subdivisions are printed under a subject which are distinctive, or peculiar to that subject. General form subdivisions, such as Directories, Periodicals, Societies, etc., which may properly be used under any subject requiring them, are, as a rule, omitted from the list. (A list of these form subdivisions can be found on p. 19 of the "Preliminary list of subject subdivisions," issued by the library in 1910.) Under names of countries only the history subdivisions are included.

Turning now from the consideration of the subdivisions, a few words may be useful in regard to the cross-references from subject headings to related subjects. In general, it may be said that references are made from the more inclusive to the smaller subjects, and not ordinarily back from smaller to larger. We should refer from Grain to Maize and Rye, but not from Maize and Rye back again to Grain. Where practicable, references are made from the most inclusive to somewhat more limited subjects, and from these latter to subjects still more specific, rather than from the inclusive to the specific subjects. We refer from Art to Engraving, from Engraving to Stipple-engraving, not directly from Art to Stipple-engraving. These general principles have been departed from where it has seemed expedient, the desire being to render the list useful and practical, rather than to make it adhere too strictly to rigid rules of procedure.

The seeming incompleteness of references from many subjects, references which obviously are needed to round out the various aspects of subjects is due to the fact that certain headings are not as yet introduced in the Library of Congress catalog. We have been very conservative about introducing new headings until called for by the books in hand, judging that the headings should be made to conform to the literature, rather than the literature to the headings.

The printing of a subject in antique type indicates that, in the library catalog, the subject has country subdivision, as in Edu-

cation, Labor and laboring classes, Insurance, etc. It may be helpful to add here that the country is subordinated to the subject in our catalog, when it seems desirable to keep the material on a topic together, rather than to distribute it under the country headings. This includes many subjects in technology, science, art, and the social sciences.

The numbers which follow the subject headings indicate where the material dealing with those subjects is classified in the Library of Congress. The explanatory words following these numbers serve merely to guide those interested in the classification scheme. They are in different form from the subject headings, and should not be confused with them. In the matter of hyphens, the Century dictionary has been used as an authority.

At the present time the list of headings has been completed through the letter P. Q and R are now ready for the press, and will probably be issued in the course of a few weeks. The editor of the list sometimes feels it to be a cause for gratitude that the English alphabet is composed of only 26 letters. Should it contain as many letters as some other alphabets, the Sanskrit for example, the day of completion of the list might indeed be far away.

A few words in regard to the printing of the lists known as "Additions and corrections" will, I think, be needed for a full understanding of the subject headings. I have already spoken of the lists of additions issued in connection with the old A. L. A. list, before the Library of Congress list of headings began to be printed. When letter A of our new list was ready for press, there had been four of these lists issued, the additions being cumulated in each successive number. The corrections in the lists appeared but once, and were carried over by the catalogers to copies of the A. L. A. list. The headings in these early supplementary lists have, of course, been incorporated in the Library of Congress list, as far as the letters have been printed.

Even after the new list was begun,

it was found impossible to dispense with the "Additions and corrections" lists, as the library catalog grew and expanded. We have continued to issue them from time to time, as occasion has demanded, and have included in them new headings in the section of the alphabet not yet printed, as well as additions to the letters which have already appeared in print.

Each "Additions and corrections" list is cumulative, as far as the additions are concerned, so that a library possessing the main list and the latest supplementary list has a complete record of all the Library of Congress headings which have been printed. As was the case in the lists supplementary to the A. L. A. headings, the corrections noted appear but once, and should be carried over by catalogers to the main list of subject headings.

The classification numbers, and cross references to related subjects, known as the "See also" references, are not included in the supplementary lists. Direct "See" references from one subject to another, or from one form of name to another, are, however, usually included, that the cataloger may avoid the pitfalls lurking for the unwary.

Including the early supplementary lists, there have been, up to the present time, eight lists of "Additions and corrections" issued, and number 9 is ready for the press.

Having now touched upon some general features in regard to the issuing of the list of subject headings, with its supplementary lists, I will conclude with a word as to a later and fuller edition. The list now being issued is a preliminary list, printed as manuscript, and, to some extent, experimental in its nature. While it is being made as complete and inclusive as present conditions seem to warrant, the intention has been to reissue it later in book form, wider in its scope and more inclusive in its references. Concerning the date of issue of the fuller edition, should this desired consummation be brought about, it is impossible at this time to make a statement. Probably it will be best to wait until the remaining classes

of books in the library are reclassified and recataloged, before any definite decision as to date is reached.

It has been suggested that the next edition of the list might be put into loose-leaf form, with a view to keeping it to date by inserting new leaves, when necessary, in place of old ones. Experiments may be tried along this line, and the relative merits of the various loose-leaf binders investigated. The advocate of this plan suggests that the linotype slugs be kept standing, and that once a month the sheets on which changes have been made be reprinted, and distributed to the catalogers at the Library of Congress, and to subscribers to the list.

The subject matter of a later list would doubtless agree with the present list in general features, but some minor changes might be found to be desirable. One point to which our attention has been called is the possible advantage of entering subjects in zoology and botany in the plural form rather than in the singular, as most of them have been entered in the present list. Another matter which merits consideration is the substitution of subdivided headings for the inverted forms now in use in certain classes of subjects, as in the headings Oxygen, Physiological effect of, and Man, Origin of. Some other questions to be considered are as to whether it would be advisable to distinguish in the list those subjects which are divided by country and then by city, from the subjects which have direct local subdivision; whether certain classes of headings now included could be advantageously dispensed with; and whether the main subdivisions of the animal and vegetable kingdoms are a valuable feature of the list.

Doubtless other matters will suggest themselves for consideration as time goes on, and we shall hope eventually to publish a list which may commend itself as a valuable tool to library workers. Borrowing the words of Mr. Charles A. Cutter in the preface to his "Rules for a dictionary catalogue" we may say with him: "It is to be expected that a first attempt

will be incomplete, and we shall be obliged to librarians for criticisms, objections, or new problems, with or without solutions."

It had been hoped that Mr. J. C. M. Hanson would personally supplement this paper by an informal account of the early practice and experimentation of the Library of Congress. In his unavoidable absence, brief extracts from a personal letter were read by Miss Thompson, who then called upon DR. E. C. RICHARDSON, librarian of Princeton university, to open the discussion with some previously prepared notes on

FUNDAMENTAL PRINCIPLES OF CATALOGING

This discussion by the direction of proper authority is a discussion of the alphabetic subject catalog as suggested by the A. L. A. and Library of Congress subject heads. It is confined to general principles and general principles, of course, always have exceptions. This discussion is, however, free in considering these so far as it pleases.

Some of the fundamental principles may seem more like rules than principles at first sight but it is believed that they are all well principled. However, it is not pretended that they are all the principles in sight; quite the contrary, there is quite a pocket-full of these left each with the memorandum of some principle, big or little, and there are but twenty-one here enumerated. This being a discussion rather than a systematic paper properly refers to matters of recent personal experience. Since the first page of the new subject index contains subjects down to the name "Absolute," there has been drawn a synopsis of all the subject headings used by the A. L. A., Library of Congress, Harvard, Sydney, Princeton and the indexes of the Expansive Classification and Decimal Classification.

This will illustrate the variety of usages which have to be dealt with in attempting to systematize this matter so as to get uniformity and may be regarded as illustrations of the principles enumerated.

1. A catalog is a name list of concrete or specific objects as distinguished from classes of objects; a list of plants in a botanical garden, of mineral specimens in a museum or books in a library, but a list of kinds of plants, minerals or books apart from concrete specimens is not. In the case of books such a list is a bibliography. The book catalog is a directory or guide book to certain concrete books, the bibliography is a list of books in the abstract, applying equally whether its books exist in one place or another, or even if they no longer exist at all.

2. A library catalog is a directory or guide book to books for use. The immediate object to publishers, new book dealers, book auctioneers or antiquarians is sale, the object to the librarian is use. This difference affects both the form of the catalog and the description of the books.

3. Library catalogs in turn may be distinguished into catalogs for the administration (which include chiefly accession catalog and the shelf list) and those for direct use of readers (which include author, subject, title, imprint, etc., catalogs)—the special use in every case modifying the form of the catalog.

4. Catalogs for readers differ according to the two needs of readers which the catalogs try to meet. These needs are (1) To find a given book; (2) to find a book or group of books of a given character. It is not quite exact to say under this second head, that the object is to find information on a given subject or topic, for it may be that the object is to find special forms such as incunabula or Venetian imprints, association books, fiction, poetry, drama, essays, orations, ballads, encyclopedias, dictionaries, periodicals, classes of rarities, books on vellum, etc.

5. The prime object of a library catalog or directory to books for use resolves itself into a matter of the economy of time and of attention. Where there are only two or three books in a man's library there is obviously little need of catalog.

As soon as there are many the guide book is needed. Whether, therefore, the catalog is author or subject, the controlling thought in its making is the economy of attention of the user.

6. The alphabetic order is on the whole the quickest reference order. The economic solution for these two needs proves, therefore, to be, the two alphabetical catalogs (1) the author and title catalog, (2) the alphabetical subject catalog. Title catalogs and the like are simply supplementary practical devices to aid inexperienced or forgetful readers.

The author and title catalog is distinguished from the author and catch-word catalog by the entry of anonymous titles under the first word rather than under the most significant word.

6b. Following a natural evolution, the systematic library catalog and the alphabetical classed catalog are practically extinct species, overwhelmed in the struggle for existence by the alphabetical subject catalog's quick and ready reference. This economy is, to be sure, effected for the average use, at a very great expense to the use of a good many readers who wish to consider all related aspects of a topic, but with the growing habit of classification of libraries, there is in fact a handy substitute, for these readers, in the classification, its index, and the shelf list. The alphabet subject catalog has thus become the recognized sole form of subject catalog for users in general.

7. The nature and origin of the alphabetical subject catalog is the same as that of the alphabetical encyclopedia, the alphabetical index to books and alphabetical index to a system of classification. Its rules and applications may, therefore, be guided by experience and practice in these three fields as well as direct experience in the alphabetical subject catalog.

8. Habit being a chief factor in quick reference, it is important that the name of the subject should be that of common usage. By this is not meant necessarily the use of the common people, but the form generally used in book indexes, encyclope-

dies, and library classifications. It is greatly to be desired that all encyclopedias, classifications, indexes and alphabetical subject catalogs should use just the same terms—the same form among synonyms, the same practice as to singular or plural, adjectives or substantive entry.

9. At least the names of the subjects in the alphabetical subject catalog should be identical with those of the alphabetical index to the systematic catalog if there is any or the classification of its own library.

10. Whatever names are used must be clearly defined. This is the first principle of subject cataloging, whether the arrangement is alphabetical or systematic, that the subject word shall be so clearly defined that there is no mistaking what is to go under it. It is hard to lay too much stress on this matter. It is the Alpha and Omega of subject cataloging of every sort, besides which even uniform names and the question of arrangement are quite secondary.

11. In choosing the names for classes, the most specific should be used. This is a very important aid indeed to clear definition. The only objection is the splitting of kindred subjects—the same idea which leads to the alphabetical classed or systematic catalog.

Many cautions are issued warning against being too specific—some well founded, but the danger lies almost wholly in the other direction. There may be a limit but the principle is one of the clearest and most important in the whole matter and even the encyclopedias—even the Britannica itself—are getting further and further away from the old Britannica type.

12. The names of subjects so far as they are identical with author catalog entries should be determined by the same rules as in the author catalog. This is another important aid to uniform names which should be strictly insisted on.

13. The alphabetical subject catalog should have a classed index, as the classed catalog or the shelf list must have an alphabetical index. Note that the index to the new Britannica by its alphabetical

index recognizes itself as an alphabetical classed encyclopedia rather than an alphabetical subject encyclopedia. Note also that it has the systematic index—the idea which in the end must be applied to every alphabetical subject catalog and which will be fully served automatically if the names of the classification index are identical with the subject headings and the class number attached to each of the subject catalog headings.

14. Sub-headings and sub-sub-headings should be alphabetically arranged. They should not be systematic or chronological.

15. Sub-headings should be chosen by the same rules and principles as main headings and thus make a duplicate list. There may be practical limits to this but principle is clear.

16. The arrangements of titles under main subject or sub-headings need not be alphabetical. Much is to be said for the chronological order of authorship or publication, but almost the only use for alphabetical arrangement by authors under heading is a poor duplication of author catalog use. It might be a real advantage to break the bad habit of using subject catalog for author purposes and on the other hand, the chronological arrangement of titles in the vast number of cases would save turning all the cards as required in the alphabetical order. Nevertheless the alphabetical is now the common method.

17. Complex books may be analyzed for the subject catalog. This is the distinctive advantage of the subject catalog over the shelf list that it can put different articles in the same volume or various subjects involved in one title under all their effective headings. It is obvious, however, that this principle must be limited—to apply in a wooden way would involve all periodicals and essays, a rock on which more than one attempt at subject cataloging has been wrecked.

18. The subject catalog should not be overloaded with references. The principle of economy of attention requires this. Few things are more aggravating in working under subjects than to have to finger

over a large number of irrelevant cards. Some of the remedies for this are subdivision, the arrangement in chronological order of publication as above suggested, limiting analysis by excluding all works analyzed in accessible indexes and, where there is more than one edition of the same work, indicating one only and referring to the author catalog for the others.

19. The card should not be overloaded with details. The principle of economy of attention involves reducing the amount of material in a title to its lowest terms (whether on card or printed book) a matter greatly helped by typographical distinctions or corresponding distinction in the breaking of written lines, the location of certain details on certain lines or certain fixed places on the card, the use of red ink, underscoring, and similar details enabling the user to get the essential facts as to the identity of the work and its location in the building in the shortest possible time.

20. The indications on the cards of either catalog should be as brief as may consist with clearness and so displayed on the card as to catch the eye quickly.

21. Subject cataloging is a practical art, not a science. Names will be changed from time to time and a part of the art is therefore to develop a method of record on cards which shall cost the least possible effort for making changes.

Dr. G. E. Wire, of Worcester, continued the discussion of subject headings, with special reference to medical headings in the third edition of the A. L. A. List of subject headings.

Dr. Wire said a lack of knowledge of medical and surgical terms had led the compilers of nearly all the library catalogs into using erroneous headings, "Sees" and "See alsos" and that these errors had been continued in the third edition of A. L. A. subject headings.

A cataloger of good preliminary education, with experience gained in a large library, and with the opportunities to be found in a large library, college, reference or circulating, of consulting books, or peo-

ple or both, can in time produce a fairly logical system of "Sees alsos" and "Sees," and subject headings in almost any subject except medicine.

Among the changes suggested by Dr. Wire are the following:

Abdomen. The rational references and cross references are:

See also, Intestines, Viscera.

Cross reference should be simply Viscera.

Anatomy. Why refer to Glands and not to Liver, the biggest gland in the body? Why to Chest and not to Lungs? Autopsy should not be referred to; that reference should come from Pathology.

Appendicitis. This is a surgical disease and should be put under Surgery, Practice of, instead of Medicine, Practice of.

Contagion and contagious diseases. Contagion and Infection seem to be confused. We are referred from Infection to Contagion as if they were synonymous terms.

Homeopathy. "See also Medicine" should be used for polemical treatises only. These headings show a bias against Homeopathy which is common in some classifications.

Hygiene. Has 54 "See alsos," most of which are fair but one-half of them could be omitted to the bettering and clearing of the list.

Hygiene, Public. This is better on the whole than Hygiene (plain), more consistent and logical in their references and cross references, thus confirming our contention that it is from lack of medical and surgical knowledge that these lapses occur.

Medicine. I should omit the following special headings, leaving only the general: Allopathy; Anatomy; Anaesthetics; Antiseptics; Autopsy; Bacteriology; Dentistry; Diagnosis; Histology; Homeopathy; Hospitals; Inoculation; Narcotics; Pathology; Pharmacy; Physiology; Stimulants; Surgery; Therapeutics; Vaccination.

From Medicine, Practice of, I should omit all the surgical headings as follows:

Appendicitis; Bones, Diseases; Cancer; Erysipelas; Eye, Diseases and Defects; Obstetrics; Surgery; Tumors.

Dr. Wire recommended that a medical mind with suitable library training should have been consulted about these headings before a final printing.

Miss Anna M. Monrad, of Yale university library, outlined the principles and scheme of subject headings for philology and literature applied in the catalog of Yale university library.

SECOND SESSION

(Friday, June 28, 8:15 p. m.)

The second session of the Catalog section was held in the ballroom of the Chateau Laurier on the evening of Friday, June 28, Miss Thompson presiding.

Mr. Keogh, Miss Van Valkenburgh and Miss Mann were appointed by the chairman as nominating committee.

The first paper was by Miss ONO MARY IMHOFF of the Wisconsin legislative reference library, on

CATALOGING IN LEGISLATIVE REFERENCE WORK

The state which studies the laws and experience of other states and countries in order to bring to its own statute books the best features of each, combined with the results of original work, confronts a problem of no small dimensions. The mass of laws put forth by the forty-eight states of this country is so overwhelming that it is practically impossible for one man thoroughly to comprehend their merits and disadvantages. The legislative reference library, therefore, must be of service in helping to select that which is worthy of imitation, at the same time discarding the impractical features.

The reasons for the success or failure of such laws, and the differences in economic or local conditions in two communities must always receive serious consideration by those who are endeavoring to meet the advancing economic demands for properly constructed and better laws.

The comparative element of this vast accumulation of material must always be remembered, not only in the care, but also in the gathering of material, if the library is to serve its highest purpose.

Because of this and other well known characteristics of a library of this type, the demands are of a peculiar nature and cannot be met by the ordinary library material treated in the usual library method. It is more or less of a quasi-library, requiring an adaptation of library processes to a combination of office and library work. As a result of this difference, the general library rules for cataloging must be decidedly modified. One is justified in making the catalog of such a library a law unto itself, for each and every one of its class has its own particular problems, environment and limitations, which will probably be met in its own particular way.

Since the problem becomes so largely one of individuality and circumstances, it might be well to consider for a moment some of the essential differences in purpose and treatment of material, and to realize the desirable points to be attained as well as the non-essentials, or things actually to be avoided.

The processes and methods of this kind of a library must in their nature be conducive to rapidity and conciseness of service. Time saving devices are unusually important, not only in the acquisition of material and the actual technical work, but in the delivery of material. The speedy availability of the most serious treatises on the most profound subjects is absolutely necessary. Between sessions many, many hours of the most earnest and serious efforts must be spent in investigation, study and research in order to relieve the pressure of heavy research work as much as possible during the session.

The library deals with business men who are seeking an answer to some special need. They have a definite reason for seeking the information and a definite point of view and they expect the library

to answer their questions in a business-like manner. Too much emphasis cannot be placed upon *efficiency* of service as shown through *rapidity* of service. The legislator is a busy man and any time saved through devices which quicken delivery of material, or shorten the time devoted by the patron himself, is well worth while. If two hours is necessary on the part of the library worker between sessions to put material into such shape that it may be delivered ten minutes sooner during the legislative session, it should be given cheerfully.

Condensations, digests, and briefs may be prepared during the interval between sessions which will save hours of time during the actual high pressure season of the session itself. Any sort of shortcut brought about by analyticals, or any other devices known to the cataloger, should be used. Shrewdness of judgment and a general discrimination as to what is really valuable is not only highly desirable but absolutely essential.

Since time is such an important element, it might be well to call attention to the fact, that the legislative reference library may be adequately maintained without many of the records which are favored in libraries in general. Do away with as much "red tape" as possible. Simplicity of material, simplicity in service, simplicity in the whole department is to be commended above almost any other one characteristic. Among those records which can be abandoned with perfect propriety in such a department, are the accession book, gift book and withdrawal book. So much of the material is ephemeral in its value that the cost of maintenance outweighs the value received in actual results. The serial list may be exceedingly simple. Records of the number of books cataloged, or circulation statistics are of very doubtful value in this work.

Since the loss of material is inevitably rather large, an inventory is almost essential. However, material is easily replaced, much of it is free and because of

this fact, a biennial inventory will prove satisfactory in most cases. There is no need of a complicated charging system. In truth, establish no records of any kind within the library until convinced that its efficiency will be hampered without them. Emphasis is put upon this point, because of the fact that all legislative reference departments have small appropriations in the beginning, and it is during this early period that the library must justify its existence by showing results in active service rather than in catalogs and records. At first there are never enough assistants to do both efficiently. Therefore, let the tendencies be toward those things which will bring into evidence vital things rather than mere good housekeeping.

It might be well to state that the term "catalog" will be used in the broadest possible sense. The definition of the term as it will be used in this paper, might be given as "a record of sources and of material," and not merely a record of material to be found upon the shelves of any one library or institution.

The catalog should be kept as simple as possible in its essentials. Conciseness of title, brevity of treatment, and above all clearness, must always be borne in mind. Sacrifice library school rules if necessary. Let there be no hesitation in enlarging or changing the title if by so doing greater clearness is gained. It must be remembered always that the catalog is made not for librarians with technical knowledge, but for men whose use of it will be that of an untrained student. Let it be such that your constituency may use it without help. Be exceedingly generous with notes, never failing in the case of bills to show whether such bills became laws or failed in passage. If a bill became a law, give the citation. If reports or cases are known by special names, be sure to note that fact. Let there be no ambiguity either in title, subject or note. Annotations as to the substance of material are also highly desirable, particularly when they show whether

a given article is favorable or antagonistic, or state the reliability of the author concerned.

The material itself falls into three distinct classes which influence the cataloging treatment; books, pamphlets, and clippings. The books and pamphlets show comparatively little variation from regular cataloging methods. Clippings in the Wisconsin legislative reference department are mounted upon manila sheets, eight by ten, arranged chronologically under classification number, marked with a book number Z and treated as a single pamphlet. They have no author card, being entered merely under the subject-heading necessary, with the author line left blank. This procedure is convenient in some other cases, such as certain extracts from the Congressional record, containing discussions in which various members take part and where it is difficult to enter under any individual or even joint authors.

Since the author phase of the catalog is of less interest than the subject phase which acquires unusual importance, secondary cards may be very largely omitted. Joint author cards are really of very little service. Series and title cards are the exception rather than the rule. Whenever possible it is advisable to make continuation cards instead of entering new compilations or new editions on separate cards. In the case of continuation cards, it is advisable to choose a brief title and pay no attention to such variations as may be given in different editions. For instance, a 1907 compilation of state tax laws might be entitled, "Laws relating to assessment and taxation," and the 1909 one simply "Taxation laws," and the 1911 one "Revenue and taxation laws." These may all be entered upon one card under the simple title, "Tax laws," and the three volumes added as continuations. In short, do not attempt to show the exact detail by means of cataloging, such as is advisable in public libraries. What your patron wishes to know is whether you have the tax

laws of that state and what is the date of their compilation. These are the facts which interest him and the number of pages or the particular form of the title, is of absolutely no value to him. This is a good example of that freedom in condensation and changing of titles which is somewhat heretical in its nature, but which after all leads to that saving of time and patience which is so necessary. Use only such imprint as is absolutely essential; omitting on the whole, illustrations, maps, portraits, and plates. In cases of excerpts from periodicals the name of the magazine with the date of that particular issue is usually deemed sufficient.

Because the ordinary patron of the legislative reference library is unfamiliar with library methods, it has been found convenient to file "see also" cards at the beginning of the subjects rather than at the end. For this same reason, the guide cards should be much more numerous than in other libraries, and it is of great advantage to have the main headings brought out upon thirds with the subdivisions of these main headings on fifths of a different color. Blue and manila form a good color contrast for such a scheme.

As has been said before, the comparative feature of this work is one which is worthy of special consideration. Its value can scarcely be over-estimated. The efficiency of the library can be greatly increased by a constant lookout for such material. Every book, pamphlet or clipping, passing through the hands of the cataloger must be most carefully reviewed, not only for its general material, but for any comparative statement which shows either conditions, laws, or tendencies in two or more communities, states, or countries. It may take form as a tabulated statement, a chapter, a paragraph, or even a mere foot-note, but at some future time it may serve as a starting point for an investigation, or give instantaneous help in the question as to "what states or countries have laws similar to

this." The advisability of listing such comparative material in a separate catalog must be determined by each library. When it is buried in the regular catalog it requires much longer to answer such questions than when kept in a separate file. If made into a catalog by itself, there should always be a note showing exactly what states or countries are included in the comparison and the dates covered by such material. In other words the comparative entry must be justified either by the title or a note showing that it really is a comparison. Probably two-thirds of such material is analytical in character.

The question of analyticals will be greatly influenced by the subject matter under consideration. Upon certain subjects there are practically no book treatises, and most of the material will be found in the form of analyticals. The amount to be analyzed, the choice of form and the relative value of the material concerned must be determined by shrewd judgment on the part of the cataloger. The entire library will be greatly enhanced by a careful selection of analyticals, but the bulk of the catalog must not be increased unless with good reason.

The percentage of analyticals will be in most cases much higher than in the ordinary library, because so often a few pages are worthy of special notice on account of their comparative nature, the particular view point of the author, or sometimes merely because of the scarcity of material on that subject. As to the cataloging form for analyticals, there is no reason why it should not follow the general rules of the library as a whole. My own preference is for the long form, because oftentimes the short form is not perfectly clear to the legislator. Although advocating simplicity, as a general thing, it should not require clearness to be sacrificed at any time. There is room for discussion on this point and there is difference of opinion, but my conclusion in the matter has been reached after some experimentation. A little more

work on the part of the librarian is preferable to the slightest bit of doubt on the part of the legislator.

Since legislators are investigating specific problems, looking at them from a single point of view, and not always considering a subject in its broadest sense or in its relationship to knowledge in general, the question of subject headings, outside of classification, becomes practically the most important single proposition the cataloger has to consider. In practically every case the popular rather than the technical form of heading is desirable. The simple ordinary term should be chosen, for it is under this type of heading that your reader will be most certain to look. In his haste and absorption he fails to realize that there is any possible viewpoint, other than his own. Having but one thought in his mind, he naturally expects to find his material under this subject. Most certainly he should find at least a cross reference. Therefore, one recommendation is to be exceedingly generous in the matter of cross references. Under such conditions it is always wiser not to trust one's own judgment, but to call upon various people asking under what heading they would look for material of a certain type. In this way the cataloger may secure suggestions which are unusually helpful and which put into the catalog the ideas of many persons rather than of one.

For instance, a book or pamphlet relating to the extortion practiced by usurers would be found under a heading such as "Interest" or "Usury." However, there are various other headings under which individuals might expect to find material of this kind, depending upon the particular phase of the question which he had in mind at the time. A busy man, wishing to draft a bill putting the loan shark under control, would be thinking of a loan shark and not of the underlying principle of interest. Another man approaching the question through interest in the installment plan would expect to find material of use to him under that subject.

Another man taking a broader view of the subject might look under "Interest." Each of these men would be justified in looking under the particular subject he had in mind, expecting to find either the material or a reference sending him to the chosen heading. Every possible heading which suggests itself is worthy of consideration, for such an investment of time will more than pay for itself in the satisfaction it brings to those who use the catalog. The necessity for painstaking effort and careful thought in this connection is verified by experience.

Special and local names may well be noted on all main cards and cross references made in every case from such forms. For instance, the law governing the sale of stocks recently passed in Kansas, which is popularly known as the "Blue sky law" should be noted as such in the catalog. The "Mary Ann" bill may be called for by that name and if there is no cross reference in the catalog the untrained assistant in the library, or the stenographer, will never find it. The mechanical part of the catalog should be so complete that it does not require acquaintance with all phases of the subject in order that a person may use it intelligently. Therefore, special and local names inevitably need attention.

The contents of a legislative reference library are largely of either an economic or a legal nature, and its patrons sometimes approach the material from the legal side and sometimes from the economic side. In assigning subject headings this fact must never be forgotten. Consequently, the headings will sometimes take a legal turn and sometimes an economic turn. At times it is necessary to compromise and choose one halfway between the two.

Let us consider for a moment the relationship of the economic and the legal material. Justice Holmes, in his book on the "Common law," expresses this relationship unusually well. He says in substance that the growth of the law is legislative; it is legislative in its grounds;

that the secret root from which law draws all the juices of life is consideration of what is expedient for the community.

The economic necessity for law precedes the legal expression. The need for a statute is felt long before it is formulated. This is readily recognized by political economists and lawyers. Judge Dicey, in his book entitled, "Law and opinion in England," (Lond. 1905, p. 367) says: "A statute * * * is apt to reproduce the public opinion, not so much of to-day as of yesterday." Since a legislative reference library is busied with the process of law-making, rather than with the administration or interpretation of law, the trend will be toward the economic headings rather than the legal. The tendency of law is to crystallize, and subjects legal in aspect are likely to be complete in themselves, and therefore less amenable to library purposes. As an example, a subject heading such as "Eminent domain" is legal in its nature. This will be used in the main body of the catalog without a doubt. It may have cross references of both a legal and an economic nature. At the same time "Eminent domain" may be used as a subdivision of economic headings, such as "Railroads," "Street railways," "Telegraphs," and "Telephones." This shows how the legal aspect of an economic question may be brought directly in touch with the economic phase of the question. Another example is "Liquor problem;" as it is used in the subject headings, it is an economic question, yet we use the subdivision "Illegal traffic" which includes purely a legal phase. "Discrimination," a legal term, will cross refer to some specific form under an economic heading such as "Railroads—Rebates." It is often necessary to refer from some rather popular headings to legal forms, such as "Funeral expenses, see Estates of deceased persons." Again it may be necessary to mix the two with a heading such as "Ethics—Business and professional," with cross references from legal headings, such as "Professional ethics,"

"Legal ethics," "Medical ethics," etc. The general conclusion reached is that there is likely to be either subdivisions or cross references back and forth from any type of heading to any other type, with one exception, namely, an economic subdivision of a legal heading. In our experience in Wisconsin, we have not found this combination of headings either necessary or advantageous. This fact but emphasizes what has already been said, that law once established, becomes permanent and fixed in character.

Geographical divisions as main headings should be used sparingly, but geographical subdivisions of subjects are very helpful. Primary election laws, road laws, tax laws, will all be more available if divided by states, not only in the classification, but in the subject heading. If clearness or rapidity of service demand subdivisions, they should be made, even though there be few cards under each subdivision.

Many helpful suggestions for subject headings and cross references may be obtained from law indexes, law encyclopedias, and the New York index of legislation.

Not only is it necessary for the cataloger to know the material which is in the library itself, but if efficient work is to be accomplished it is decidedly necessary that material not within the four walls should be made available. Let all kinds of knowledge be at the cataloger's command, and make the mechanical devices carry as much of this burden as possible. First of all, material which is in town but which is not contained within your own library, should be noted. Statutes and session laws of all the states should be obtainable though not necessarily a part of the library itself. If a state or law library is near at hand, it is far better to rely upon them as a source of reference than to duplicate such a collection on your own shelves. Articles in law magazines, reports large in bulk, but issued only occasionally, may be noted, when not placed upon the shelves. In

Wisconsin we make a distinction between material in existence within the city and that which is in existence elsewhere, such as in the Library of Congress, the John Crerar library, or near-by institutions. A manila catalog card tells us that the material may be found outside of the city, whereas by stamping the name of the library in the place of the call number on a white card, we indicate that the material is in town. Subject entries only are made for material of this sort.

There are many indexes already in existence which will supplement the catalog and call to the attention of the worker available material. One of the most valuable sources of all is found in the experts of the neighborhood. The librarian is too prone to think that all the most useful knowledge is in books or printed form. Some of the best help imaginable can be obtained from men. Every community has within its borders specialists of various types; men who have given their lifetime to the study of some particular question. Make such individuals a portion of the catalog; use them as sources. The telephone is at your command and oftentimes more valuable information can be obtained from some person within telephone call than can be gotten from hours of work with shelf material.

Furthermore, do not limit yourself to the talented man within the community, but use the expert wherever he may be found. Correspondence will often bring information to your door; mount the letters; put them with the clippings or catalog them separately; in case of urgency, telegraph. In fact, have some of the appropriation deliberately set aside for supplementing the catalog by telegrams.

A record of sources, arranged both by places and subjects is of service. Under your subject list enter the names and addresses of those who are specialists. Experts throughout the country will thus be at your command. In the geographical list, put the names of parties to whom you may apply for material relating to a

given community. Suppose for instance, that your state is contemplating a Workmen's compensation law and some state where there is no legislative reference department is also considering the matter. This state passes a law on Tuesday, and on Saturday the bill of your own state is coming up for consideration. You need exact information as to which bill is passed, whether it passed with or without amendments; in fact, you must have immediate and full knowledge concerning that law. You may have within your mind some possible source, but during the stress and pressure of the legislative session such a list relieves one of the necessity of remembrance.

The catalog, through its mechanical devices, can carry this burden. The catalog is not merely a record of sources within the four walls, but must endure as a record of all possible available sources, so that time and energy given to "the living part" of the catalog, is well expended.

In addition to the sources already mentioned, there are numerous other possible indexes of value. When the bills are available in printed form, a subject index indicating the final disposition of a bill—whether killed, passed or vetoed—is of inestimable use. Such indexes for the general laws and the local and temporary laws are advantageous. A comparative index, apart from the regular catalog, already noticed, may be mentioned again in this connection. An index of the documents of the state is also a valuable asset, since the publications of most states are rather poorly indexed and have practically no centralized list of subjects. The decisions of the attorney-generals quite often are of as much importance in law conclusions as are the decisions of the courts. They have virtually either vitalized or invalidated laws upon the statute books. In states where statute revisions are rather infrequent, statute indexes may be necessary. These indexes should be made supplementary to the regular catalog. Some of them may be carried along

as side issues at the same time as the regular work, and others may be taken up in their entirety to be accomplished as time permits.

Since the importance and value of such a library depends, not upon the quantity, but upon the quality and efficiency of the collection, the disposition of material which has become historical in its nature comes prominently into the foreground. Unless there is constant supervision and reduction, there is an unnecessary and useless accumulation. The working library will never be a large one. After a state policy relating to a given question is established, the library should, within a reasonable time, dispose of the larger portion of the collection on that subject. Its present usefulness from the legislator's standpoint is over. Its future value is as a historical contribution. As a result, there will be continual withdrawals as well as continual acquisitions.

After all, that which makes library work so stimulating and so interesting is the human element. The progress which one may make in its mechanical side, the service of all its books and pamphlets, the importance and the value of the material, depend primarily upon the human side of it. The mere fact that the scholar, as well as the man with a hobby, the student along with the crank, the conservative together with the radical, the theoretical and the practical man, are all brought together in a common place, shows that the mechanical is truly the lesser value in this field of work. However, it is in the making of a more perfect apparatus, in the saving of time and energy, in the additions to its efficiency, that the cataloger receives his reward. The possibilities of this work are so far reaching, that every reasonable device or idea is at least worthy of trial so that there may be every possible advancement in every practical direction. It is a new work and there are few guide posts. We cannot accept other experiences unquestionably. What are virtues in another library may be vices in the legislative

reference work. What we most need is a safe and sane balance of judgment, quickness of perception, a sense of foresight, combined with all the special knowledge possible, great discrimination, initiative and the ability to meet any situation, and above all, the disposition to test every new conception or suggestion which may lead to development; in fact, the more of these virtues which the cataloger may possess, the more efficient will be the result, not only in the catalog itself, but in the net results shown by the work in its entirety.

In the discussion following the paper, Mr. W. H. Hatton, chairman of the Wisconsin free library commission, spoke of the importance of knowing not merely books but men and making a wise use of correspondence.

Next on the program was Mr. A. G. S. JOSEPHSON'S query

WHAT IS CATALOGING?

In raising this question I am not concerned with the principles of cataloging, with the difference between cataloging and bibliography, or any problem of that kind. My problem is the much more practical: What part of the work of a library staff is meant when cataloging is spoken of in an annual report? What does it mean when a librarian states that a certain number of assistants have during a certain period cataloged a certain number of books? And, bringing the matter down to a particularly practical point, what does he mean when he says that it costs a certain sum of money to catalog a book? I am not going to answer the question, I want it answered. I don't want it answered right off. I would like to see this section go after the problem and bring in the answer. In a word, I suggest that this section appoint a committee for the purpose of investigating the method and cost of cataloging in a number of representative libraries. I would not be much concerned for the present with the methods of the small public and college libraries, but only with such libraries as may be said to have a

special cataloging force; and I would not extend the inquiry to more than a score of libraries at the most.

The following draft of a questionnaire will show succinctly enough what I have in mind:

1. How many persons between the grades of head of department and clerical attendants are connected with your cataloging force? In how many grades are these divided?

2. How many of these are occupied with the actual writing of the titles?

3. How many persons of the grades of clerical attendants and pages are occupied with copying of cards, typewriting headings, filing and other such more mechanical work?

4. Are any persons of a higher grade than clerical attendant doing any of the above kinds of work, and why?

5. Are those of your assistants who write the titles occupied with this all day, or do they change regularly to some other kind of work? If the latter, is such other work treated merely as relief from the drudgery of title writing, or does it occupy a considerable part of the assistants' time? Or, are a certain number of days a week devoted to cataloging (i.e. title writing) all the time, and other days given up to other kinds of work?

6. Are the following items, or any of them, determined by the assistants who write the titles, or by superior members of the staff:

(a) general form and completeness of entry;

(b) author heading and added author headings and cross references;

(c) collation;

(d) subject headings;

(e) classification.

7. What is the average salary of the members of your cataloging force?

There may likely be other questions to be included; some of the above questions may be made more detailed or given a different formulation or bearing. I believe that an inquiry of this kind, if carried out as it should be done, would do

much to show us where changes in our methods might be introduced, to the increased efficiency of the cataloging force and to the benefit of its members.

The ensuing discussion, participated in by C. B. Roden, W. S. Merrill, C. W. Andrews and others resulted in the adoption, on motion of Mr. Roden, of the following resolution:

RESOLVED, that the executive board be asked to appoint a committee to investigate the cost and methods of cataloging in accordance with the suggestions in Mr. Josephson's paper.

A report on uniformity in cataloging rules, made by Miss Helen Turvill, instructor in cataloging in the Wisconsin library school, as chairman of a committee appointed at the January, 1912, meeting of the library schools instructors, was presented by Miss Mary E. Hazeltine.

In connection with this report, Miss Hazeltine submitted for inspection a double file of printed rules on cards embodying the present usage of the Wisconsin library school, which it was hoped might serve as a basis for the further work of the committee. One file was arranged numerically as given to the students for class work; the other, alphabetically under topical guides, as the students would have them filed with illustrative sample cards, at the end of the course.*

The report itself, which was merely one of progress, to be completed at the mid-winter meeting, was accompanied by a request for discussion at Ottawa and a list of points on which an expression of the preference of librarians was desired.

Points for Discussion

Call number—Position.
 Heading—Second line indention.
 Date.
 Figures—When to be written out.
 Edition—Spacing.
 Omissions to be indicated.
 Supplied information to be bracketed?
 Collation
 To include paging?
 Author abbreviation—
 Women's names.

*These card rules may be obtained of the Democrat Printing Company, Madison, Wis., \$2.50 per set.

Title card.

Imprint?

Initial article in curves.

Author's name.

Spacing after initials.

Spacing between name and titles.

Added entry cards.

Form of date.

Contents.

Form.

Punctuation.

Cross reference.

Form.

Joint author.

Analytic.

Form.

Position of paging.

Added edition.

Miss Gooch and Miss Van Valkenburgh, members of the committee, spoke in explanation of its purpose and scope.

Mr. Merrill said that as editor of the A. L. A. periodical cards he was glad to learn that a committee was working to secure greater uniformity in catalog entries.

Among the libraries contributing the copy for the periodical card work of the Publishing board, there is still variation in the mode of entering authors' names: sometimes date of birth is given and sometimes it is omitted; names unused by a writer are looked up and entered upon the card by one library and disregarded by another library; periods after initials are used or omitted; names of joint authors are both given in the heading by one library and only first name is given by another, while there is even diversity about filling out initials of the second author's name.

These divergences are not only theoretically inconsistent but practically inconvenient, because the printed cards do not conform entirely to the practice of any library. Mr. Merrill said he hoped that agreement upon these points might soon be reached.

The question of methods of bringing the matter to the attention of librarians was informally discussed by Miss Margaret Mann, Miss Bessie Goldberg, Miss Bessie Sargeant Smith, and others, but as the chairman, Miss Thompson, pointed out, the report was but a partial one and

not from a committee of the Catalog section. Therefore no action was required.

Owing to the lateness of the hour, further consideration of this subject and also problems of arrangement in a dictionary catalog, which was scheduled in the program, were referred to the incoming section officers.

The nominating committee submitted this ticket: Chairman, Miss Harriet B. Gooch, instructor in cataloging, Pratt institute school of library science; secretary, Miss Margaret Sutherland Mackay, head cataloger, McGill university.

They were unanimously elected and the meeting adjourned.

CHILDREN'S LIBRARIANS' SECTION

FIRST SESSION

(Friday afternoon, June 28th)

The first session was held at the Chateau Laurier Friday afternoon, June 28th. The chairman, Miss Mary de Bure McCurdy, presided. The general topic was "Work of special libraries with children."

MISS MARY S. SAXE, of the Westmount public library of Montreal, read a paper on the subject

WITH THE CHILDREN IN CANADA

Miss Saxe said they had in Westmount the only properly equipped children's room in any library in the province of Quebec, and that the only library work for children in Montreal was done by the McGill university settlement workers in the slums of that city. The best children's work in the province of Ontario is now done by the public libraries of Toronto, Ottawa, London, Collingwood, Berlin, Sarnia and Fort William. Among the smaller libraries the work done at Galt is particularly worthy of mention, the quality being due, as is generally the case, to the unselfish and enthusiastic work of the librarian. At Winnipeg, although they have a handsome library building and a room set apart for the children, activities seemed at a low ebb when the speaker visited the library two years ago.

"The Church of England in Canada has done a good work up there within the Arctic circle with its Sunday school libraries. The Indian children and the half-breed children, of whom there are many, get all their reading from this source.

"Away out on the Pacific coast, a missionary of this same church became interested in the logging camps that he found among the islands of the gulf of Georgia. He returned to the Bishops of Columbia, and of New Westminster, stating that he must have a boat built, which would be a church, and also an ambulatory library. It was a beautiful scheme—it was also an expensive one. But those of you who care to read of its development in a little book entitled "Western Canada" can do so, and you will learn with delight how well the idea has worked out.

"In the past two years the library movement in Canada, especially in the Northwest, has expanded rapidly. Regina has opened a new public library within the past six weeks, and the work for children is to be well looked after. Calgary, New Westminster, Vancouver, Victoria, all tell the same tale of a long struggle in crowded quarters—and now new buildings and splendid promise of good work. It is most unfortunate for us in Canada, that our distances are so great, our ties have to be mostly railway ties.

"In Westmount we opened the Children's room in January, 1911. We began agitating the dire need of such a department fully seven years before the reality came."

The paper on County work with children prepared by Miss ALICE GODDARD, head of children's department, Washington County free library, Hagerstown, Maryland, was read by Miss Gertrude Andrus in Miss Goddard's absence.